



USOE - SIS 2000+

SIS 2000+ Basic Overview



Basic Overview Table of Contents

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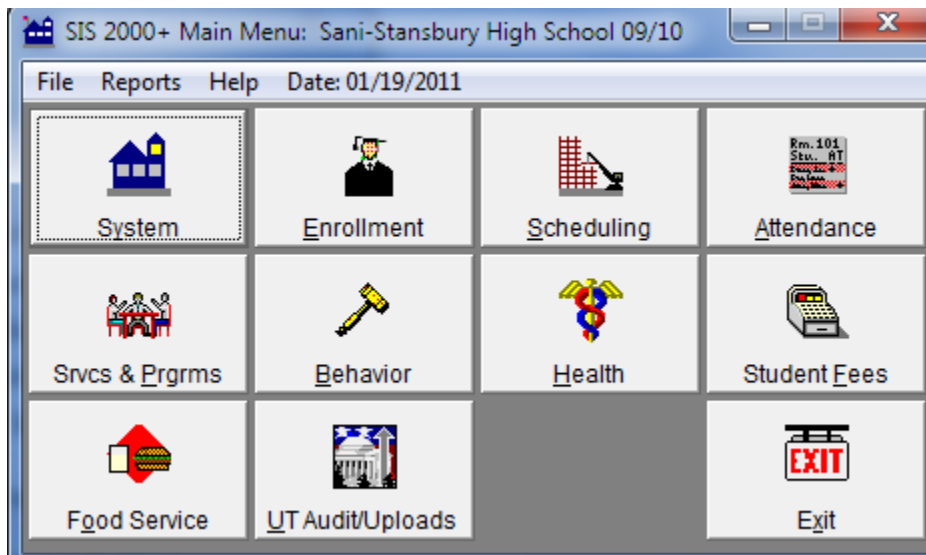
Updated February, 2011

SIS 2000+ Components

There are two components that make up SIS 2000+

1. FoxPro Client Interface
 - a. Accessed through a remote desktop connection.
2. SIS Web Portal
 - a. Accessed through a web browser, like Internet Explorer.

FoxPro Client Interface



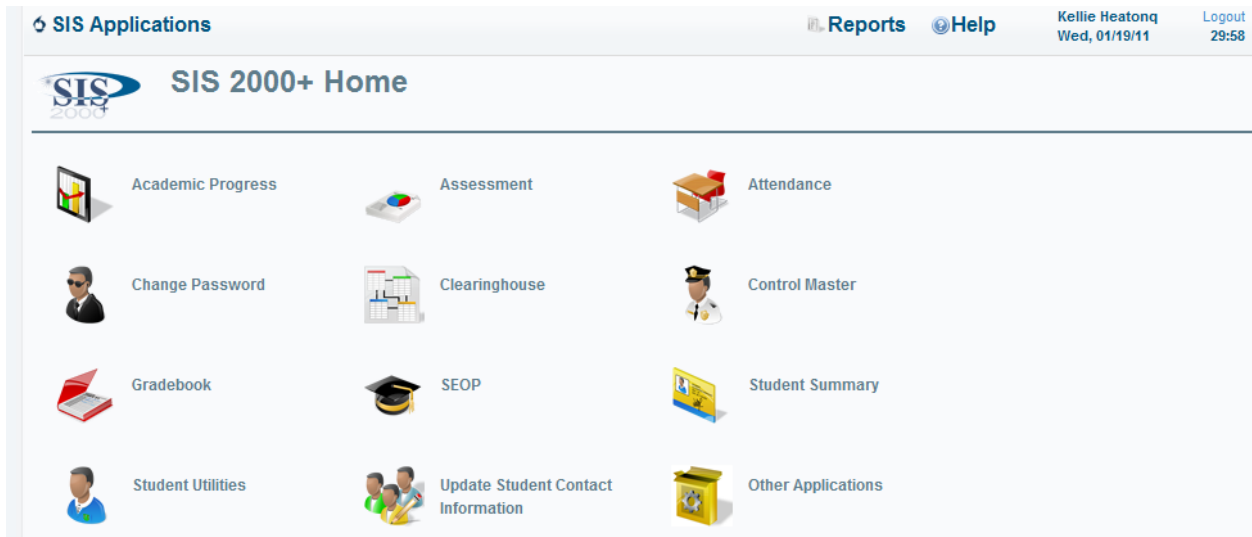
The primary uses for the FoxPro Interface are:

- School and calendar setup
- Student/faculty maintenance
- Enrollment
- Scheduling
- Special Programs
- Food Service

The primary users of the FoxPro Interface are:

- SIS Administrators
- Registrars
- Secretaries

SIS Web Portal



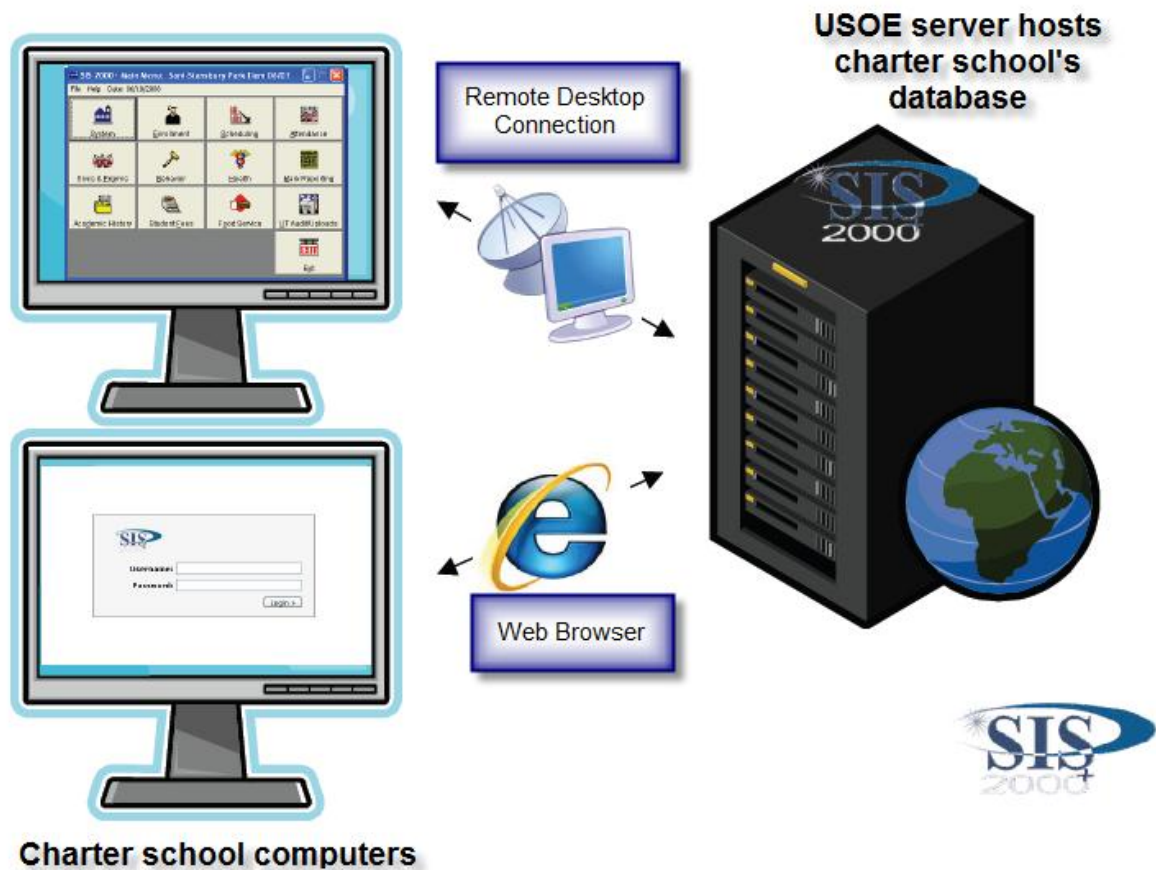
The primary uses for the SIS Web Portal are:

- Attendance
- Gradebook
- Academic Progress
- Control Master
- Contact/student access
- Assessments
- Reports
- Clearinghouse

The primary users of the SIS Web Portal are:

- Teachers
- Counselors
- Parents
- Students

Connection Overview

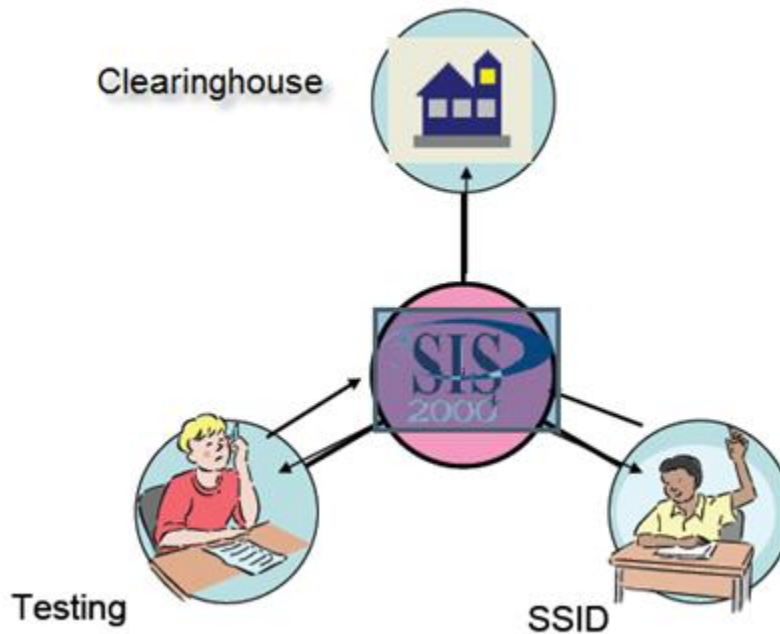


If you are a charter school, you access FoxPro through a remote desktop connection provided by USOE. If you are a district, you will need to check with your district for instructions on accessing FoxPro.

For all users, you access SIS on the web by using your browser, like Internet Explorer.

The web address is something like: <https://schoolname.usoe-dcs.org>

External Systems



Some commonly needed systems are external to SIS.

- **Clearinghouse** – data is exported from SIS and uploaded to the Clearinghouse through the secure MoveIT site.
- **SSID** – state student identification numbers are created through the SSID system, which is external to SIS. In SIS, users create and export a request file and then upload that file to the SSID site where a response file is created. The user then imports that response file into SIS.
- **Testing** – a testing pre-print file is created from within SIS and saved to the user's local computer. That file is then uploaded to the testing department.

Transferring Data

When you upload secure data, you need to use the secure MoveIT website.

- Secure
 - <https://secure.k12.ut.us>
 - You'll need a logon ID and password

- Not secure
 - Email
 - Fax

Getting Help

There are a number of resources available for users of SIS 2000+

- USOE Specialists
- Documentation
- Charter Mentors
- Attend Trainings
- Peers
- ListServ
- SIS User Group

Reporting Problems

When you have problems or questions with your SIS system, there are a few steps to follow when contacting your USOE specialist.

- Your designated SIS liaison calls the USOE specialists.
- If at all possible, provide screen shots of the problem.
- When describing the problem, be specific.
 - Is the problem in FoxPro or on the web?
 - What was being done when the problem occurred?
 - Which user was experiencing the problem?

System Updates

Updates are done regularly. These updates fix bugs and implement new enhancements. A few things to know regarding updates:

- Announced on the Listserv.
- Implemented by USOE for LEA's hosted by USOE.
- Files needed to do update for LEA's hosting their own data are found on the secure MoveIT site.

- When the update is being done, be logged off as instructed.
- Documentation is available each time an update is completed, describing the bug fixes and enhancements.
- When the update is complete, assign new permissions as needed.

Login Basics

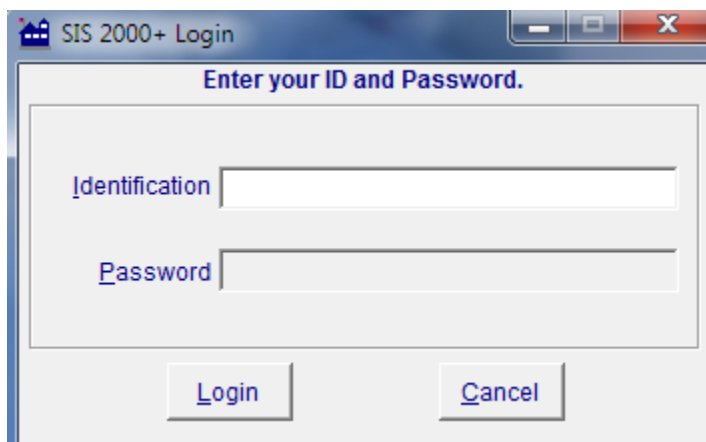
Accessing FoxPro

You will log in to FoxPro in a two-step process:

1. Using the Remote Desktop Connection provided to you, you'll connect to the server on which FoxPro is run. Each LEA will have one unique logon id for the remote desktop connection.



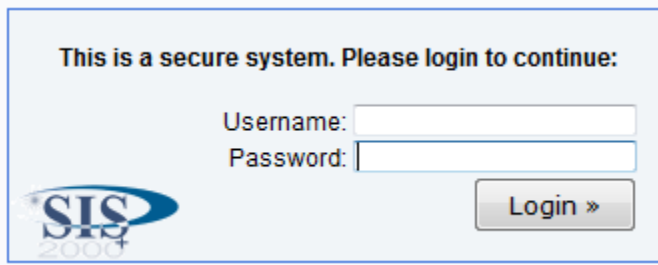
2. Once you've remoted in to the server, you'll use your own unique username and password to log in to FoxPro.



Accessing SIS on the web

Logging into SIS on the web is a straightforward process.

1. Pull up your browser, like Internet Explorer.
2. Go to your LEA's website, which will be something like: <https://schoolname.usoe-dcs.org>
3. Type in your username and password. This will be the same login you use to log in to FoxPro.



Getting Started in FoxPro

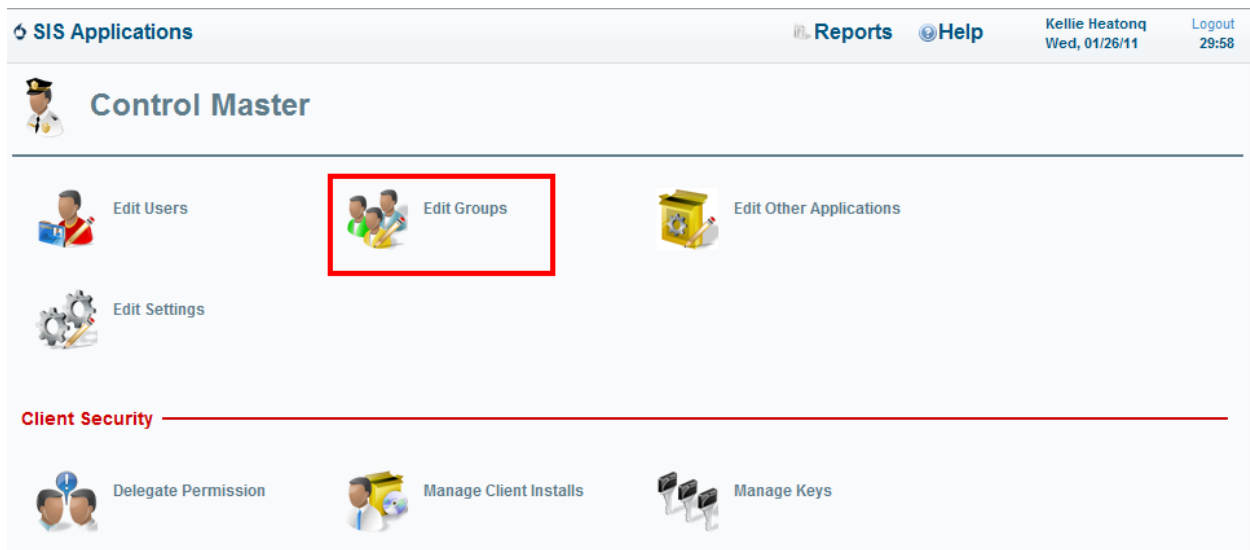
To create a new school in FoxPro, follow the steps outlined below.

- Define the school
 - Create the school and district office in the School Editor screen
- Set up Track, including calendar
 - General track information
 - Create calendar – each term starts the day after the prior term ends
 - “# periods absent = 1 full day” – set this field carefully
 - Include term codes that will be used in scheduling
- Faculty Editor – add all faculty
- Student Editor – add all students
- Set up Courses
 - District Courses
 - Scheduling > Mass Scheduling > Course Selection (move district courses into track)
 - Elementary only: use “Exclude from Clearinghouse” Cactus Core Code for classes other than one homeroom
- Assign classes to teachers – Master Schedule
- Schedule students
 - Assign students (Assign Students button) – choose students by class

- Assign students (Student Schedule button) – choose classes for individual student
- Loader (needs requests, rules)

Granting Access to Sis on the Web

For users to be able to access SIS on the web, permissions need to be set. Log in as “cadmin” with the password you’re given by USOE, and click on Control Master to see the following screen:



- To grant access to a specific group, press “Edit Groups”.
- On the drop-down at the top of the Edit Groups screen, choose the group for which you would like to give permissions.
- Click on “Permissions” on the left-hand side of the screen to see the following screen:

[SIS Applications](#)
[Control Master](#)
[Reports](#)
[Help](#)
Kellie Heatong
Wed, 01/26/11
Logout
29:56

Groups | Administrator | [Create New »](#)

Details	Group Permissions	
Membership	All	>>
Permissions	>> Academic Progress	<input checked="" type="checkbox"/> Academic Progress <input checked="" type="checkbox"/> Courses <input checked="" type="checkbox"/> Course History <input checked="" type="checkbox"/> Class Marks <input checked="" type="checkbox"/> Student Marks <input checked="" type="checkbox"/> Utilities <input checked="" type="checkbox"/> Student Course Request Settings <input checked="" type="checkbox"/> Graduation Requirements Editor <input checked="" type="checkbox"/> Copy from school-to-school <input checked="" type="checkbox"/> Class Ranking <input checked="" type="checkbox"/> Marksets <input checked="" type="checkbox"/> Incomplete Grades <input checked="" type="checkbox"/> Report Card Comments <input checked="" type="checkbox"/> Reports <input checked="" type="checkbox"/> Cumulative GPA and Rank <input checked="" type="checkbox"/> Elementary Report Card <input checked="" type="checkbox"/> Grade Distribution <input checked="" type="checkbox"/> Grade Override Usage <input checked="" type="checkbox"/> Grades Not Finalized <input checked="" type="checkbox"/> Honor Roll <input checked="" type="checkbox"/> Low Achievement <input checked="" type="checkbox"/> Secondary Report Card
Start Page	Assessment	
Default Group For	Attendance	
Force Change Password	Change Password	
Delete This Group	Clearinghouse	
	Control Master	
	Gradebook	
	Schedule	
	SEOP	
	Settings	
	Student Summary	
	Student Utilities	
	Update Student Contact Information	

[Reset](#)
[Save »](#)

- Select the permissions you would like to assign to the selected group.
- Press Save.

Once permissions have been granted, teachers can log in and set up their gradebooks.